



Hands-on Lab : Getting Started with PowerPoint for the Web

Estimated time needed: 20 minutes

Microsoft PowerPoint is the most widely used presentation software even three decades after its initial release. For all these years it has been available as a standard application that needed to be installed on your desktop; but it is not just a desktop app anymore. Now, you can even use PowerPoint when you're online by using 'PowerPoint for the web' - and run it right in your web browser without installing anything on your desktop!

'PowerPoint for the Web' (sometimes referred to as PowerPoint Online) can be used at no charge as part of a free Microsoft account. Although it does not have all of the capabilities of the desktop and paid online versions, the free web version provides many of the key features.

Software Used in this Lab

For the story telling/project report of this module, you will be using the free 'PowerPoint for the web' version as this is available to everyone.

Although you can use the PowerPoint Desktop software if you have access to this version, it is recommended that you use PowerPoint for the web for your project report as it is available for free, and there are some small differences in the interface and available features.

Objectives

After completing this lab, you will be able to:

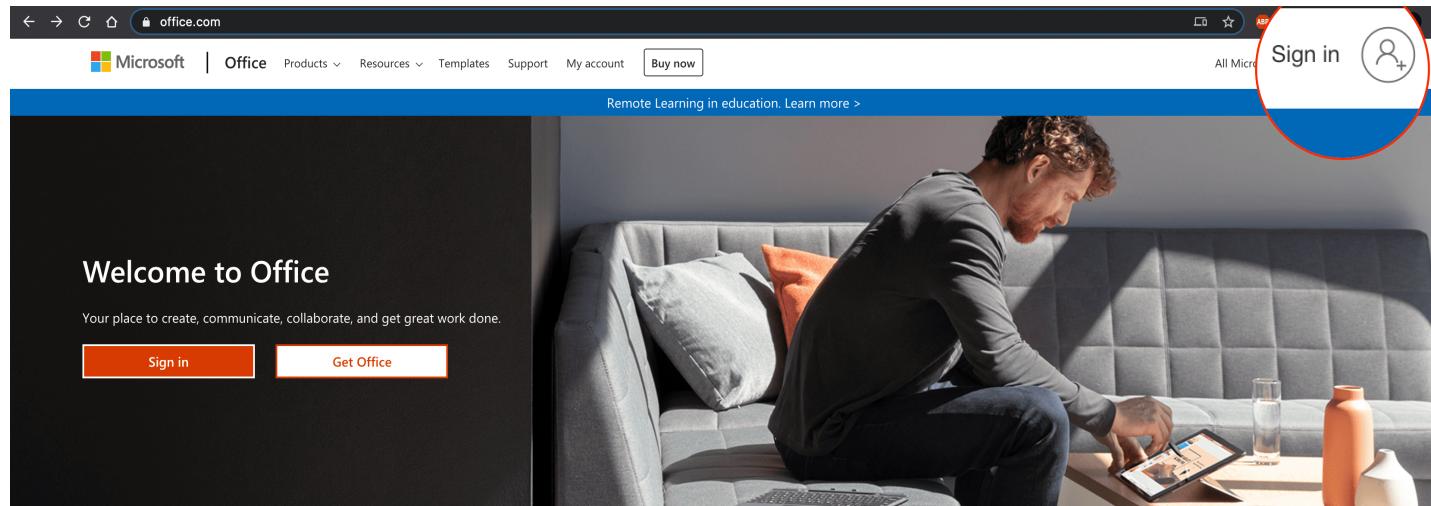
- Sign up for a Microsoft Account to use PowerPoint for the web
- Sign in and open a new blank presentation in PowerPoint for the web

Exercise 1: Sign-up for a Microsoft Account to use PowerPoint for the Web

In this exercise, you will sign up for a Microsoft Account to use PowerPoint for the web.

If you already have a Microsoft account, you can skip Exercise 1 and proceed to Exercise 2 directly.

1. Go to www.office.com. Click **Sign in**



Sign in to use your favorite productivity apps from any device



Word



Excel



PowerPoint



OneNote



OneDrive



Outlook



Teams

2. Click **Create one!**



Sign in

Email, phone number

No account? [Create one!](#)

Can't access your account? [Get help](#)

Sign-in options

Next

3. Enter your existing email id with which you want to create a Microsoft account. Click **Next**.



Create account

Enter your email

someone@example.com

Use a phone number instead

Get a new email address

Next

4. Enter your password and click **Next**.



← [REDACTED]@gmail.com

Create a password

Enter the password you would like to use with your account.

Create password

Enter your
password

Show password

Next

5. Enter the code you received by email. Click **Next**.



← [REDACTED]@gmail.com

Verify email

Enter the code we sent to

[REDACTED]@gmail.com. If you didn't get the
email, check your junk folder or [try again](#).

Enter the verification code
sent to your email address

- I would like information, tips, and offers about
Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services
Agreement](#) and [privacy and cookies statement](#).



Next

6. Enter your phone number and click **Send Code**.



← [REDACTED]@gmail.com

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

Canada (+1)

Phone number

Enter your
phone number

Send

Next

7. Enter the access code you received as a text on your phone, then click **Next**.



← [REDACTED]@gmail.com

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

Canada (+1)

Phone number

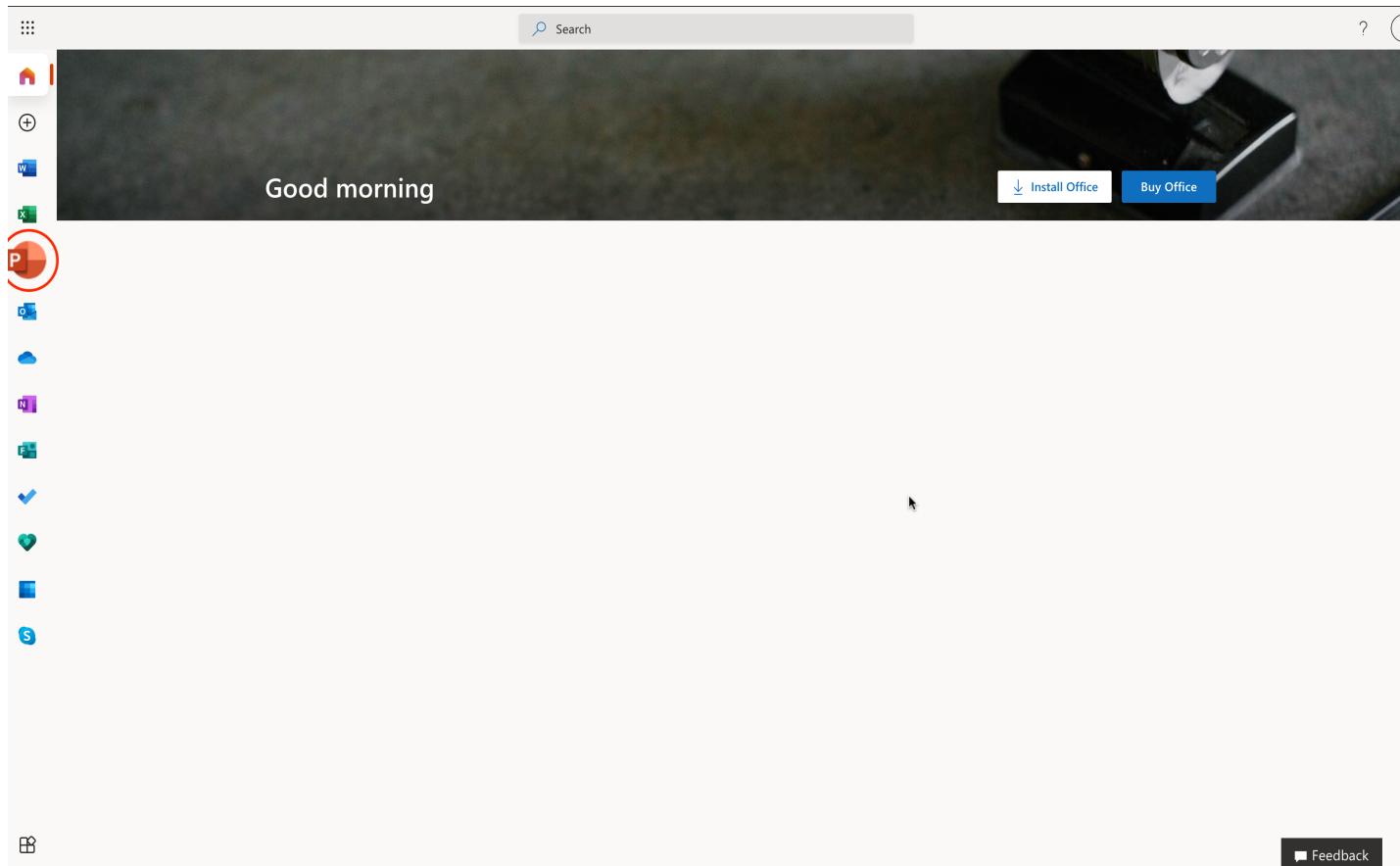
I didn't get a code

Enter the access code

Enter the code
you received on
your phone as text

Next

8. You are now done with the sign up procedure. Now since you are signed in after sign up at this stage, you can proceed directly to **Task B** of **Exercise 2**.

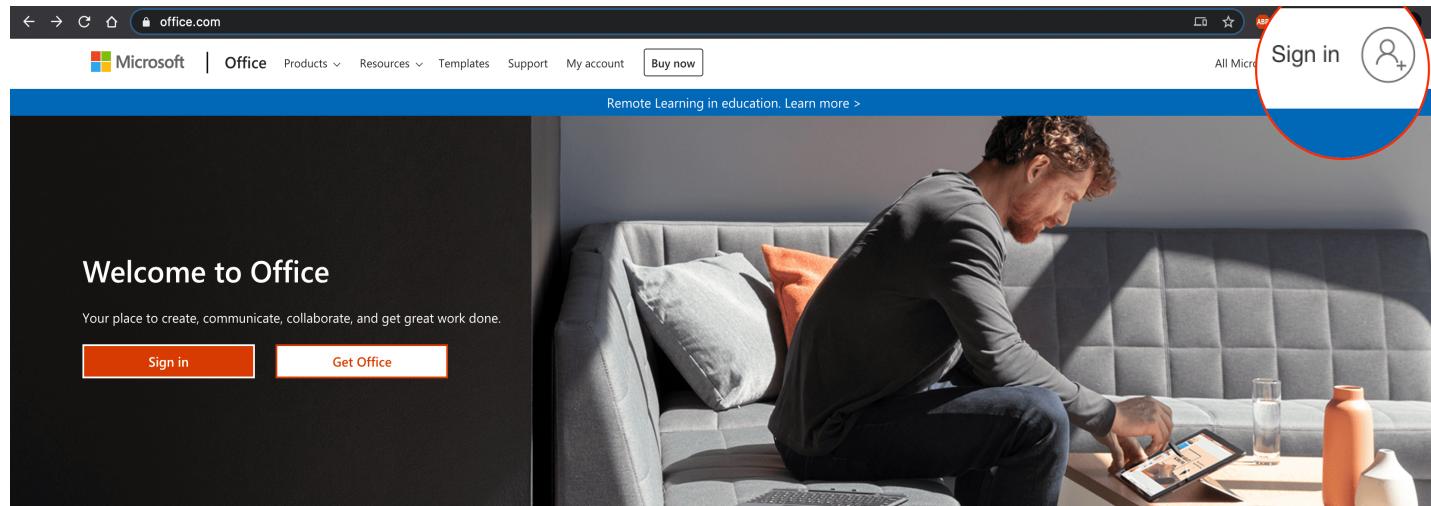


Exercise 2: Sign-in, Upload and Open presentation in PowerPoint for the Web

In this exercise, you will sign in to PowerPoint for the web. Then open a new blank presentation. Lastly upload, open and edit a presentation.

Task A: Sign in to PowerPoint for the Web

1. Go to www.office.com. Click **Sign in**.



Sign in to use your favorite productivity apps from any device



Word



Excel



PowerPoint



OneNote



OneDrive



Outlook



Teams

2. Enter your sign in email.



Sign in

Enter the email ID
you used to sign-up

@gmail.com

No account? [Create one!](#)

Can't access your account?

[Sign-in options](#)

Next

3. Enter your password.



[REDACTED]@gmail.com

Enter password

>Password

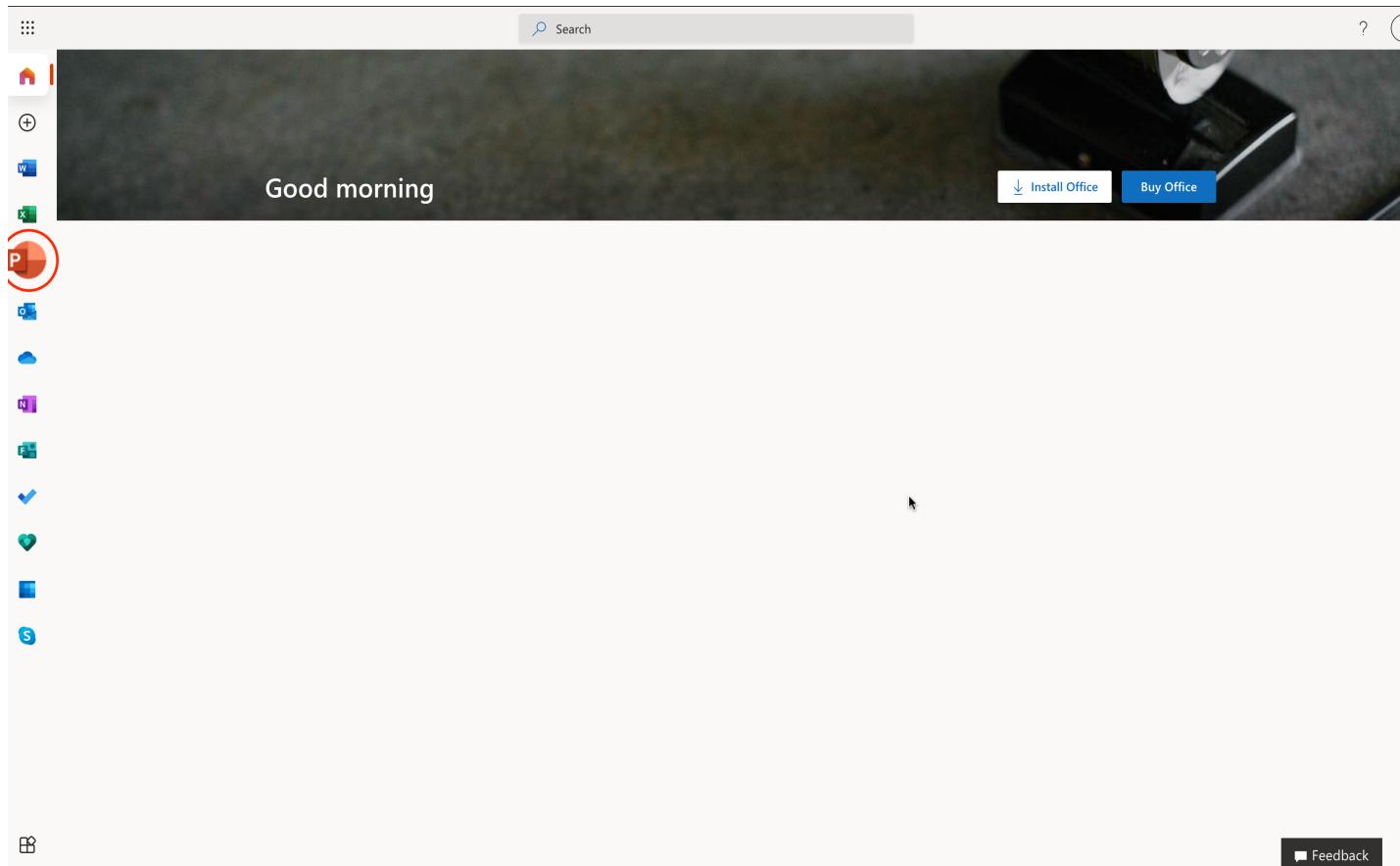
Enter the password
you created

Keep me signed in

[Forgot password?](#)

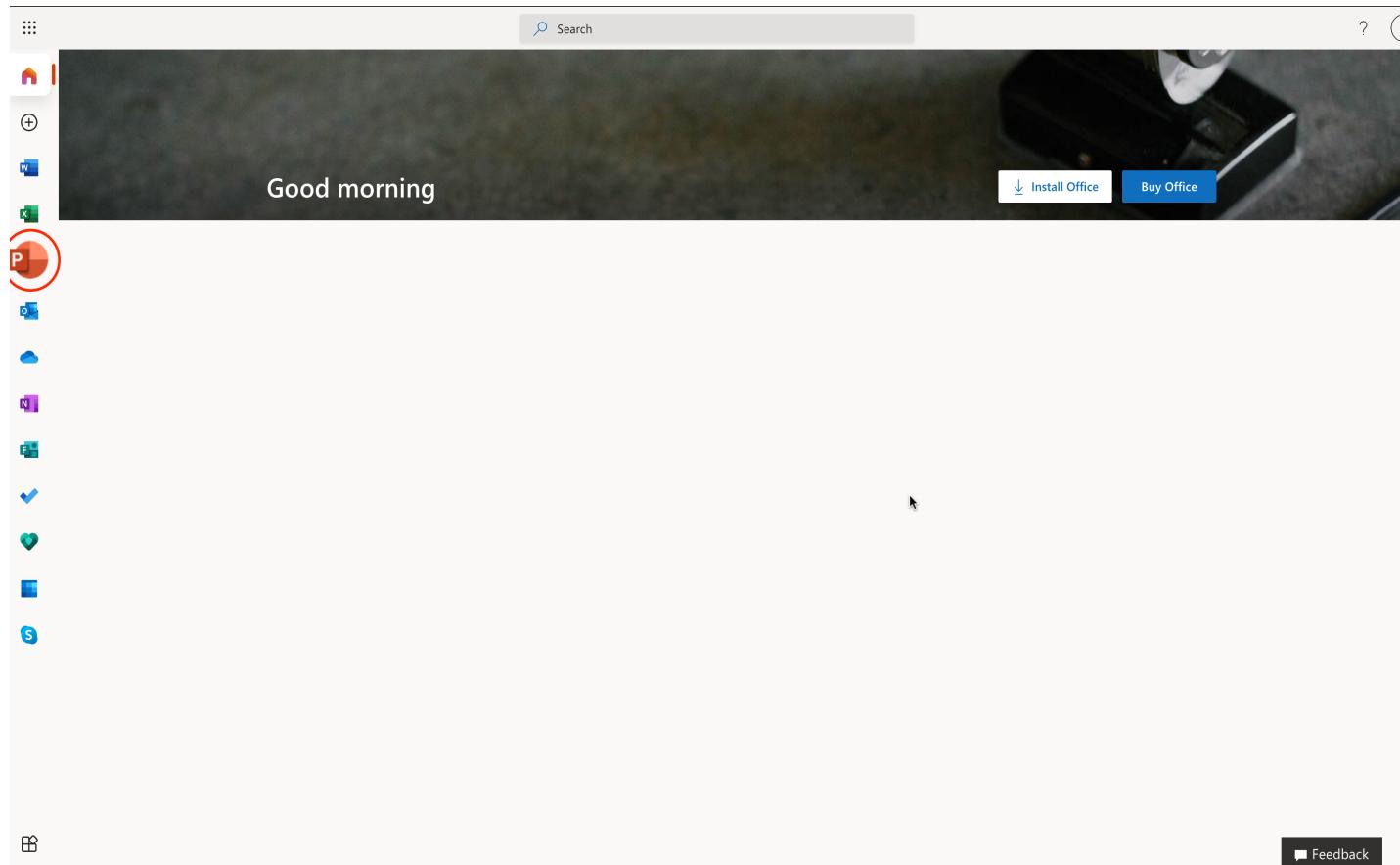
Sign in

4. You are now signed in.

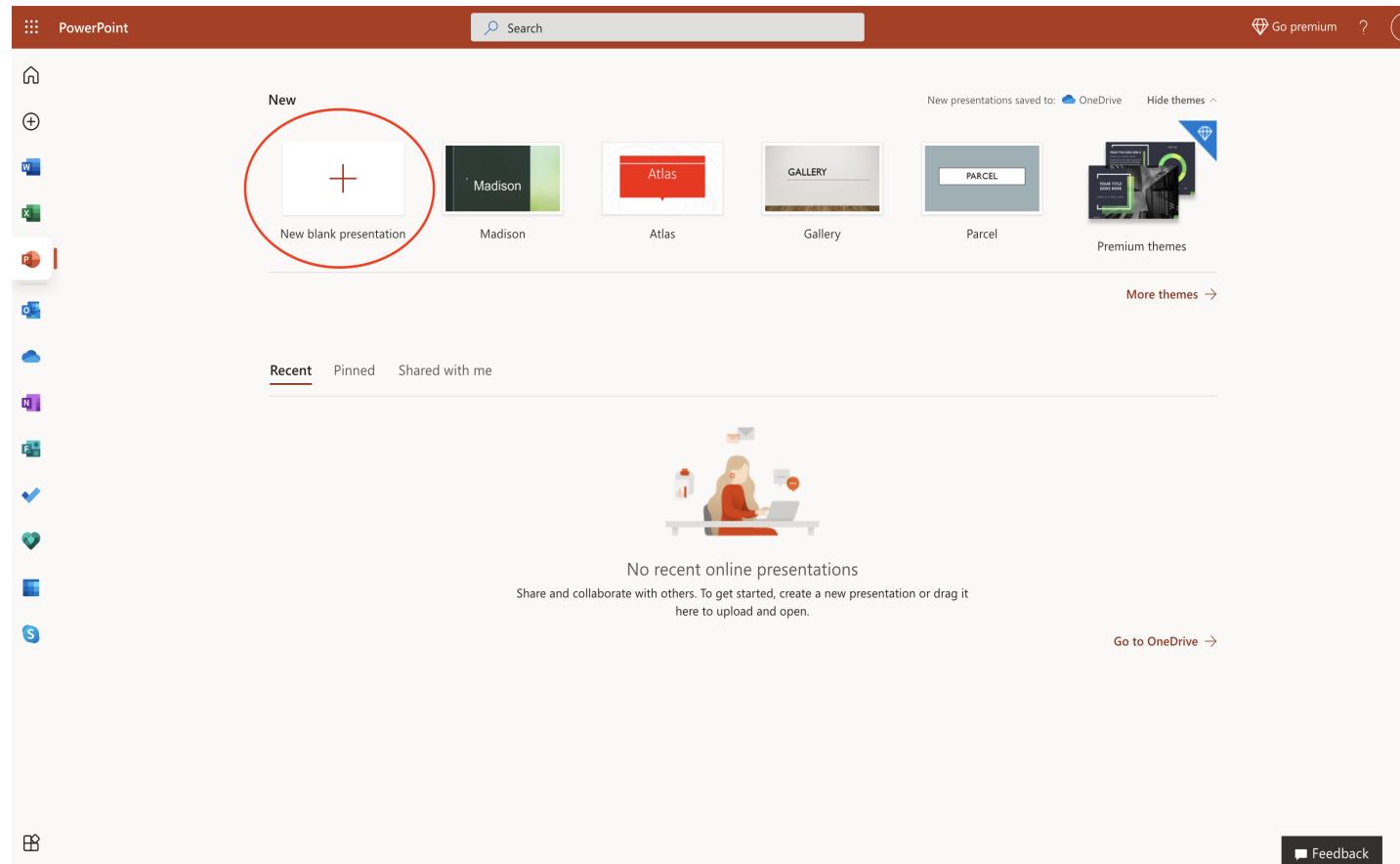


Task B: Open a new blank presentation in PowerPoint for the Web

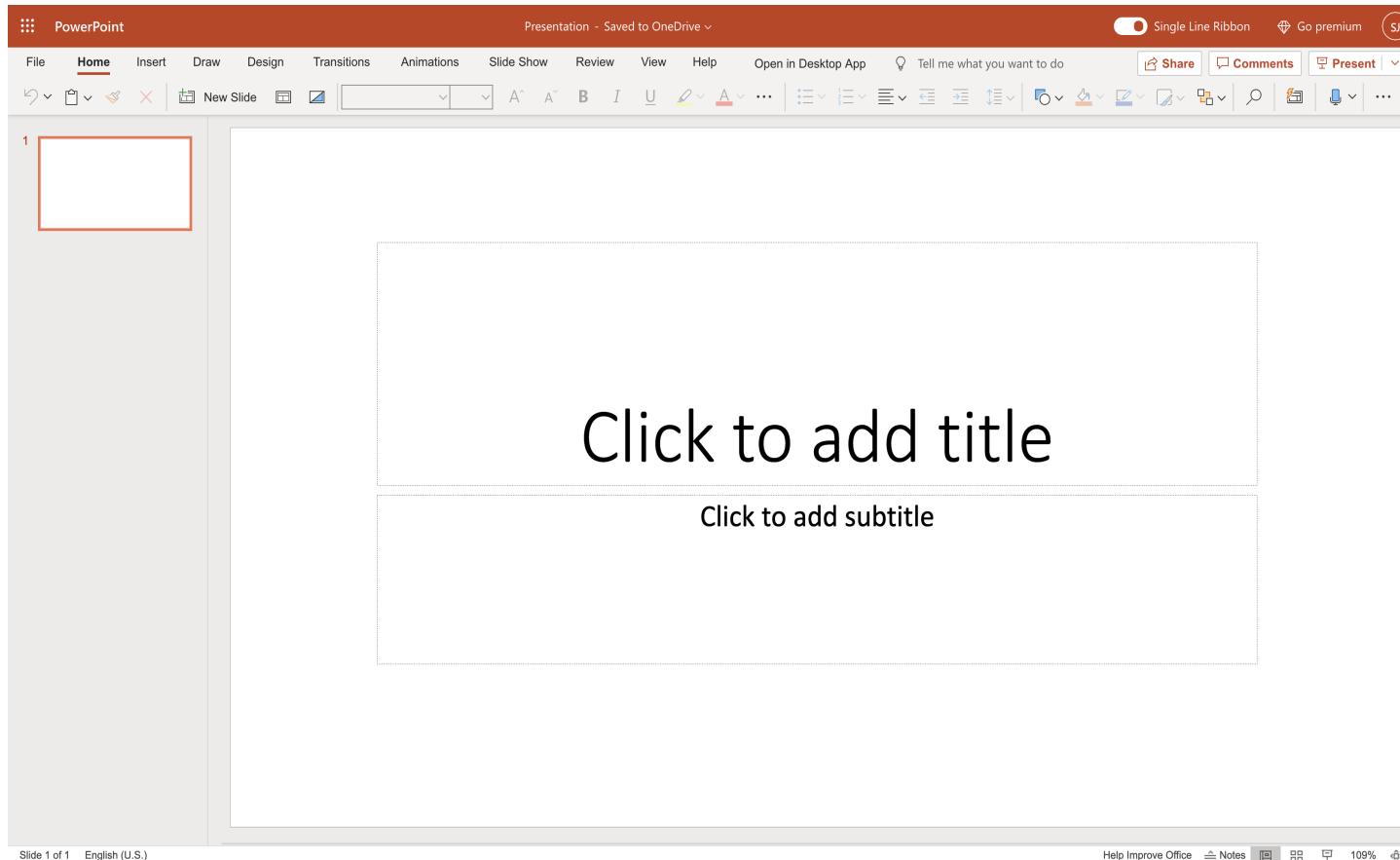
1. Click on the **PowerPoint** icon.



2. Click **New blank presentation**.



3. You have successfully opened a new blank presentation in PowerPoint for the web.



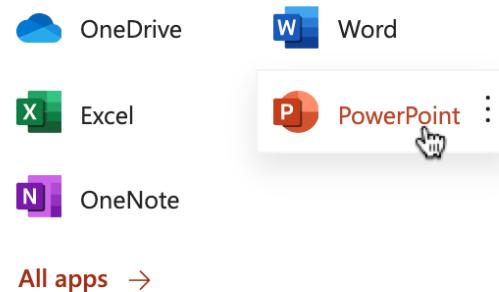
Task C: Upload, Open and Edit a Presentation

1. Download the file [capstone-story-template.pptx](#)
2. To upload and open a presentation file in PowerPoint for the web, click the **App Launcher** (cube of dots) in the top left corner. Click **PowerPoint** icon.



Office 365 →

Apps



3. Click **Upload and open...** and select the **capstone-story-template.pptx** file.

The screenshot shows the PowerPoint web interface. The top navigation bar includes 'PowerPoint', a search bar, and user account information. The main area displays a 'New' section with options like 'New blank presentation', 'Madison', 'Atlas', 'Gallery', 'Parcel', and 'Future design'. Below this is a 'Recent' section with tabs for 'Recent', 'Pinned', 'Shared with me', and 'Discover'. At the bottom right, there is a button labeled 'Upload and open...' with a red box drawn around it, indicating the next step.

4. The file will be uploaded to your OneDrive of the Microsoft Account you signed up and used to open PowerPoint for the web.

Uploading to OneDrive

Your file will be opened automatically after upload is complete.

511 KB/511 KB

Tip: You can now drag and drop files to upload them.

Cancel

5. Now edit the presentation with your information required for this module. Your edits are saved automatically.

The screenshot shows a Microsoft PowerPoint slide titled "TITLE OF THE REPORT". The slide features a bar chart with four bars representing quarters Q1, Q2, Q3, and Q4. The chart has blue and green bars. A callout bubble points to the Q3 bar with the number "1,000". Below the chart, the slide title is displayed in large bold letters: <TITLE OF THE REPORT>. Below the title, there are two placeholder fields: <YOURNAME> and <DATE CREATED>. The slide is part of a larger presentation with eight slides visible in the navigation pane on the left. The navigation pane includes titles for each slide: 1. TITLE OF THE REPORT, 2. ABSTRACT, 3. EXECUTIVE SUMMARY, 4. INTRODUCTION, 5. METHODOLOGY, 6. RESULTS, 7. DISCUSSION & IMPLICATIONS, and 8. FUTURE RECOMMENDATIONS. The ribbon at the top shows the "Home" tab is selected. The status bar at the bottom indicates "Slide 1 of 25 | English (U.S.) | online.com..." and "124%".

Congratulations! You have completed this Lab.

Author

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Other Contributor(s)

Changelog

Date	Version	Changed by	Change Description
2020-10-23	1.0	Sandip Saha Joy	Initial version created

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